

SECTION IV Management & Personnel Policies

Voluntary or Involuntary Terminations

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Approved by Board of Trustees, 05/06/2009

Upon retirement, resignation or discharge the staff member shall receive compensation for any unused and/or accrued vacation time due. If an employee terminates service or is discharged by the Library, accumulated sick leave will not be compensated.

- A. RESIGNATION: The Library Director shall give four (4) weeks' notice to the Board of Trustees, in the event of his/her resignation. Other staff members shall give two (2) weeks' notice. All resignation shall be submitted in writing. The Trustees reserve the right to pay a staff member in lieu of working through the notice period. Upon leaving employment, staff members and other employees must return all Library property, including but not limited to, manuals, pass codes and security codes.